

Headquarters U.S. Air Force

Integrity - Service - Excellence

How to Ace^{ce} Your Services ASP

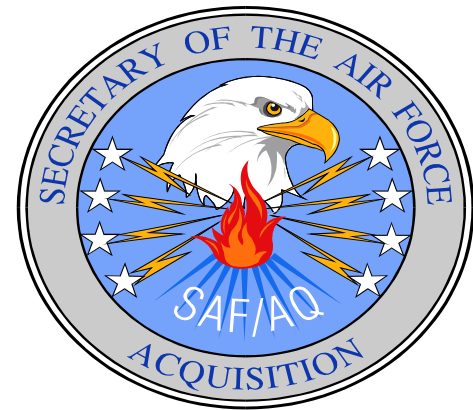
Mr. Eddie Upshaw

Lt Col Michelle Miller Peck



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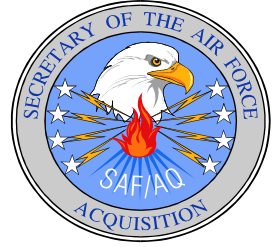
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Overview

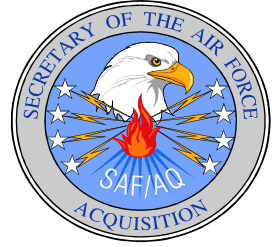


- New Roles
- Keys to Success
- Focus on PBSA
- Areas to Address in ASP
- Documents for ASP
- Common Problems



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Roles



● Head of the Contracting Activity (HCA)

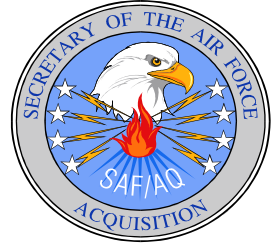
- Chair Acquisition Strategy Panel (ASP) *
 - ASP Phase I (PEO Chair, SAE Panel and Center Advisors as required)
 - ASP Phase II (SAE Chair, SAE Panel Principles)
- Approve Acquisition Plan (AP)
- Source Selection Authority (SSA)
 - Approve Source Selection Plan (SSP)
 - Approve Release of Evaluation Notices and Initiation of Discussions *
 - Approve Release of Request for Final Proposal Revision (FPR)*
 - Source Selection Decision *
- Clearance Authority
 - Other Approvals/Determinations
 - Award Fee/Term Determining Official (FDO)

* **Usually Requires a Brief**



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Roles



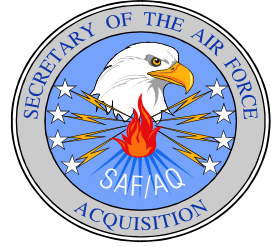
- Designated Official (DO)
 - PBSA Determination
 - Approve non-DoD Contracting
 - Ensure Negotiated Performance Metrics Are Reflected in Contract
 - Post-transition Review *
 - Annual Review

*** Usually Requires a Brief**



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Keys to Success



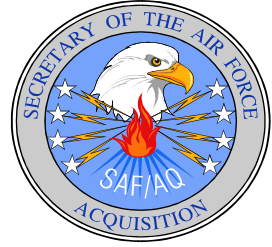
- Understand the challenges/risks and articulate the mitigation plans
- Openness – Communicate with all parties, including the Vendor Community
- Team work on the Acquisition – The IPT must include customers, QA, contracting, finance, payment, contract (PCO & ACO), contractors when appropriate
- Site Visits
- PBSA
- Encourage/Require initiative, alternatives, Best Practices. (Bid to Requirement, but offer other in proposal)

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Focus on PBSA



- Requirements Described in Terms of Outcomes or Measured Mission-Related End Results
- Quality Assurance Surveillance Plan and Service Delivery Summary
- Performance Measured by Standards/Thresholds
- Incentives
- Shift Focus From “Contracting” to “Acquisition”
 - Continuing Functional Engagement Essential
- Encourage Use of FAR Part 12 Procedures
- Partner With Industry to Establish a Positive Business Relationship With Contractors
- Firm Fixed Price Contracting Arrangement Preferred

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Areas to Address During ASP



- Program Overview
- Funding Profile
- Market Research – Be Sure to Address Competition and Small Business
- Major Areas of PWS/PRD/SOO/SOW
- Risk Assessment with Mitigation – Be sure to address:
 - Transition Issues
 - Recruitment and Training
 - Strike Plan (Both Contractor and Government)
- Areas within AF management control and “deal breakers” outside our control
- Evaluation Criteria with Weighting (Tied to Risks & Significant Discriminators)

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Areas to Address During ASP



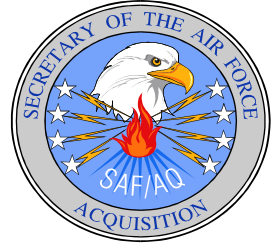
- Contract Type/Pricing Structure/CLIN Structure
- Incentives (Tied to Performance Metrics)
- Special Contract Provisions
- Source Selection Teams and Organization
- Key Performance Criteria with success indicators, thresholds, objectives (Approach to Post Award Management)
 - QASP/PMP
 - Performance Metrics (Cost, Schedule, Quality of Performance)
 - Number and Training for QAs Assigned to Program
- Program accountability plan for both AF management and Contractors
- Requested Delegations and Waivers

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Documents for ASP

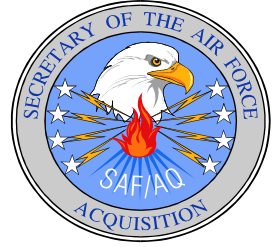


- Draft of Items Required at least Two Weeks Prior to ASP
 - Briefing Charts
 - Draft Acquisition Plan
 - Acquisition Strategy
 - Milestone Schedule–Be sure to include CR, FPR, & SSD Briefs
 - Draft PRD, PWS, SOW, or SOO
 - If Applicable, MNS
 - Any other documents available, e.g., early draft SSP
 - For acquisitions with a formal Program Management Team, the draft contract between SAE or PEO and PM detailing commitment to program success and how PM wants to be measured – the program charter
 - Tailored to reflect program criticality, scope, and visibility



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Documents for ASP

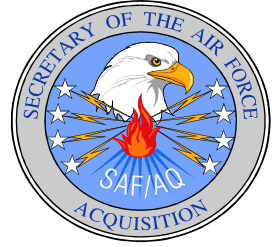


- The better we understand the requirements and program, the better the decisions
 - We review the documents, discuss them with you, give you time to make changes, review them again, and then pre-brief Mr. Beyland.
- Early Involvement of Staff Essential to Smooth ASP—get input while preparing the initial documents & thoughts
- You will have action items – and you will be asked how much time you need to complete them.



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Common Problems

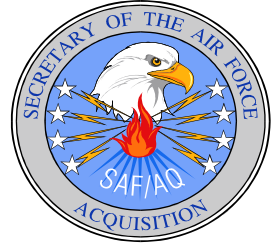


- All Players Not On IPT & Involved Early
- Didn't Read FAR or Supplements for Required Elements
- No or Inadequate Performance/Execution Metrics (What's really important?)
- Do You Have a Strike Plan? Chapter 7/11?
- Adequate # of QA Personnel Assigned? Trained for PBSA?
- Good Risk Assessment with Key Items Tied to SS Evaluation Factors or Sub-factors?



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Common Problems



- **Waivers and Delegations Not Included**
- **Transitions Plans Addressed? In SS Evaluation?**
- **Recruitment, Retention, & Training Addressed?**
- **Cost Realistic, Reasonable, Rational (related to tasks) as Evaluation Criteria?**
- **Evaluation Criteria—How to get a Blue??**